Fingerprint Time Attendance Terminal

User's Manual

Contents

Chapter I : Notice for using..... **4**

1.1 Operating environment **4**

1.2 Description of pressing fingerprint..... **4**

Chapter II : Quick guides for the menu..... **5**

2.1 Turning on the device..... **5**

2.2 Enter the menu..... **5**

2.3 【System Time】Setting..... **5**

2.4 【Restore Factory】Setting..... **6**

2.5 【Add User】Setting..... **6**

2.6 【Edit User】Setting..... **6**

2.7 【Delete User】..... **7**

2.8 【Fingerprint Register】..... **7**

2.9 **【Administrator | Regular User】Setting**..... **7**

2.10 **【Data Management】setting**..... **8**

2.11 【Attendance Setting】..... **8**

2.12 【Attendance Rules Setting】..... **9**

2.13 【Alarm Setting】..... **9**

2.14 【Check】..... **10**

2.15 【Info】..... **10**

2.16 【Storage Info】..... **10**

2.17 【Record Info】..... **10**

2.18 【System Info】..... **11**

2.19 【Tech Information】..... **11**

Chapter III: PC Operations..... **12**

3.1 【Data Download】..... **12**

3.2 【Data Download】..... **12**

3.3 【Data Download】..... **13**

3.4 【Attendance set sheet】…… **13**

3.4.1 【Group setting sheet】…… **13**

3.4.2 【Shift setting sheet】…… **14**

3.5 【Scheduling set sheet】…… **15**

3.5.1 【Scheduling Sheet Setting】…… **15**

3.5.2 【Scheduling of Department】…… **15**

3.5.3 【Special Personal Setting】…… **16**

Chapter IV: NOTICE…… 17

4.1 【Group Choose】…… **17**

4.2 【Cross-Day】…… **17**

4.3 【Input Method】…… **17**

4.4 【Time Set Rule】…… **17**

4.5 【Factory Password】…… **17**

4.6 【Group Quantity】…… **17**

4.7 【Department QUantity】…… **17**

4.8 【User Property】…… **17**

4.9 【Department Property】…… **17**

4.10 【User Attendance Checking】…… **17**

4.11 【No Fingerprint】…… **17**

4.12 【Normal Attendance Time】…… **18**

Chapter V: Month Statistics of Attendance…… 19

5.1 【Statistics of Attendance】…… **19**

5.2 【RecordRept】…… **19**

5.3 【Abnormal Attendance Statistics】…… **19**

Chapter I: Notice for using

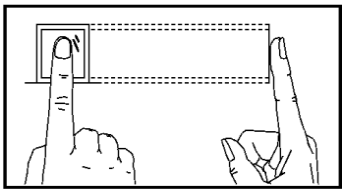
Thanks for purchasing our Fingerprint Time Attendance Terminal. Please refer to this user manual carefully before using, which helps you improve the efficiency of using this product.

1.1 Operating environment

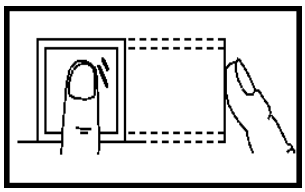
- Avoid installing the Fingerprint Time Attendance Terminal at places where irradiated by strong light directly. The strong light affects the collecting of fingerprints which would lead to the failure of the fingerprint authentication.
- The operating temperature of Fingerprint Time Attendance Terminal is 0℃–45℃ . Avoid the long term outdoor usage of the terminal. The normal working of the Fingerprint Time Attendance Terminal will be affected by the long term outdoor usage. If it is necessary to use outdoor, the sunshade and cooling equipment are recommended in summer and warm keeping facility is recommended in winter to protect the Fingerprint Time Attendance Terminal.

1.2 Description of pressing fingerprint

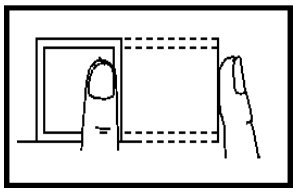
Correct pressing method: Press with your finger right on the fingerprint collecting window, with the fingerprint's center aligning to the center of the gathering window as much as possible. Finger pressing method is shown as follows:



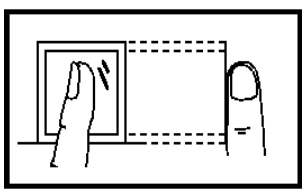
Correct



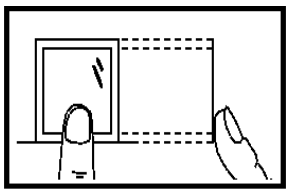
Too perpendicular



Too deflective



Tilting



Too low

Attentions: please press the finger correctly during the authentication.

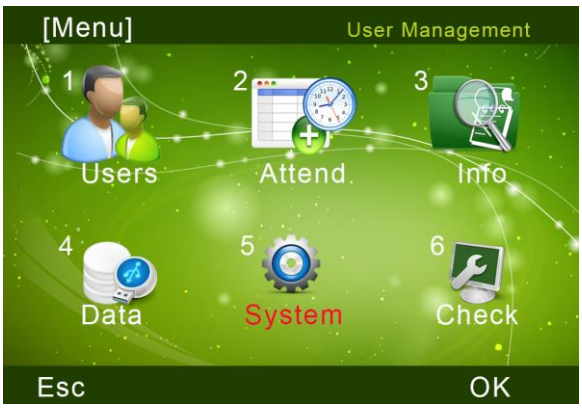
Chapter II: Quick guides for the menu

2.1. Turning on the device

Plug the DC 5V power adapter to the terminal, and to press the power button to start in the keyboard, not the Power on Key on the left side.

- Note: the power adapter for this terminal: **DC 5V/1A**

2.2. 【Very imp】



When Power on the terminal, then press the 【MENU】 key to enter the 【Menu】, there are 6 function Menu, below is the quick introduce for each function.

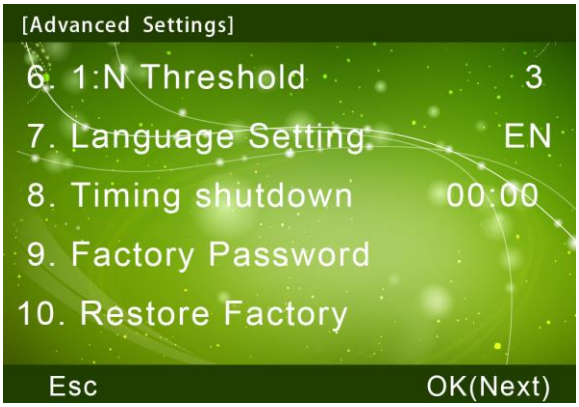
* Every important: Please 【Restore Factory】 and reset the correct time when the first time use the attendance system terminal ! please refer to Chapter 2.4

* The Factory initial password is 【000000】,when the administrator forgot the password, can use this super password to enter the system.

2.3. 【Time Setting】

Press the 【MENU】key, then press【▼】or Number【5】to 【System】,press 【ok】enter 【Time】Setting. It's every important to set the correct time for the first time use the terminal.

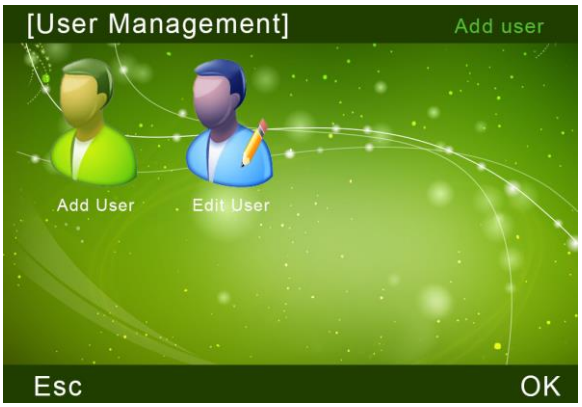
2.4.【Restore Factory】Setting

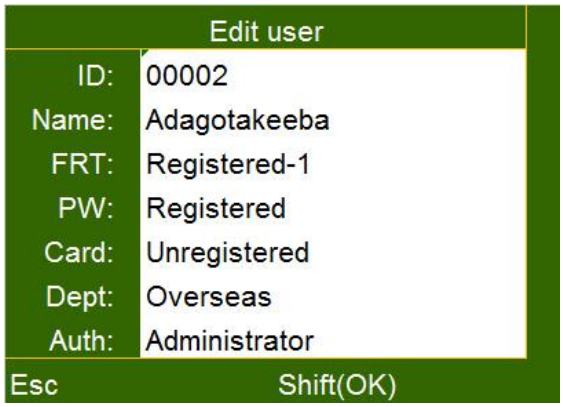


Press the 【MENU】key to enter the device menu, then press 【▼】or Number 【5】to 【System】→【Advanced】→【▼】→【Restore Factory】--【ok】.

*** Please notice: All information will be deleted from the terminal when set restore factory.

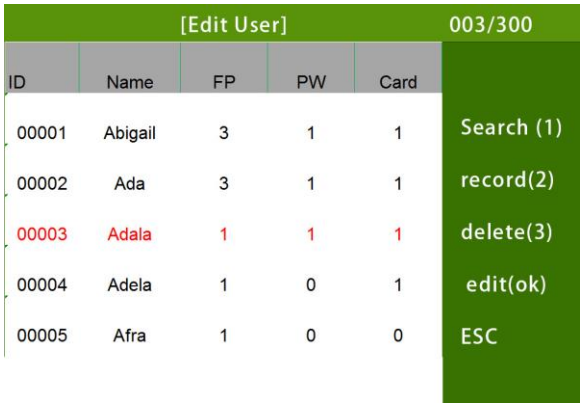
2.5. 【Add User】Setting

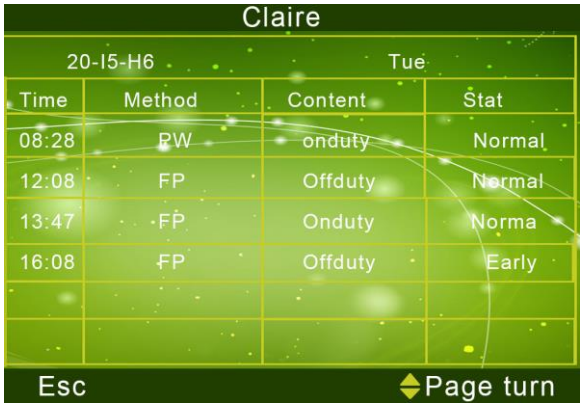




Press the 【MENU】, select 【Users】to enter the User management Menu .

2.6. 【Edit User】setting





Press the 【MENU】→【Users】→ 【Edit User】→【ok】.

* Press 【Number 1】: then input Number “155”, Can Search ID: 155 User’s Information

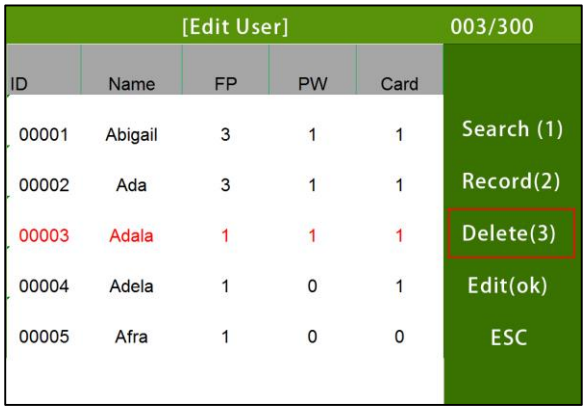
* Press 【Number 2】: can check the User Attendance information

* Press 【Number 3】: can delete User

* Press 【ok】: can edit User information

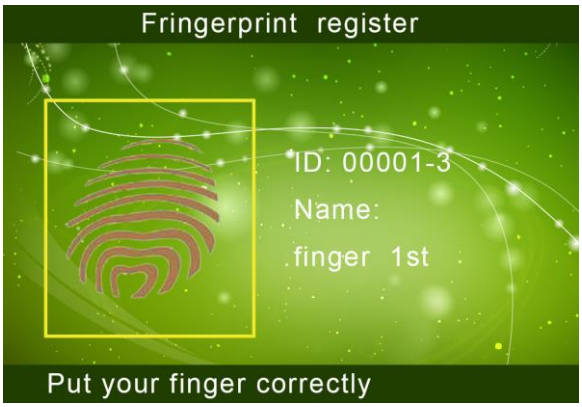
* Press 【ESC】: can Exit the 【Edit Menu】.

2.7. 【Delete User】Setting



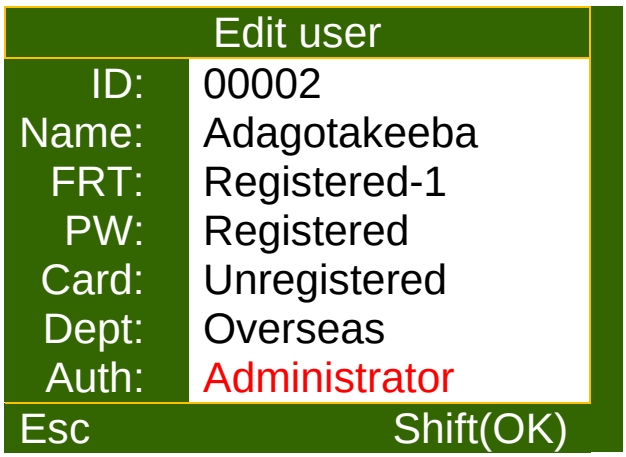
【MENU】→【Users】→ 【Edit User】→【▲/▼ or 1 to search 】→ 【Number 3】

2.8. 【Fingerprint Register】



(Notice: Every user can register Max 3 fingerprint, 1 Password, and 1 ID card)

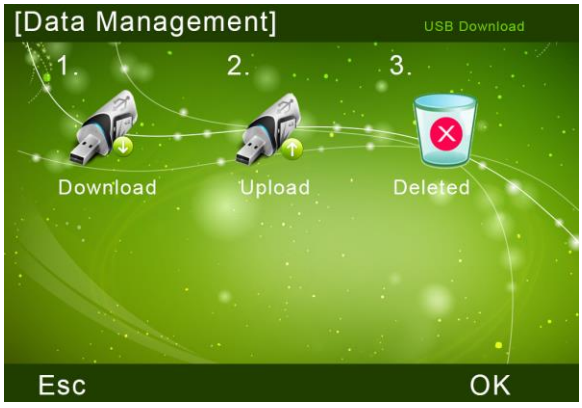
2.9. 【Administrator | Regular User】Setting

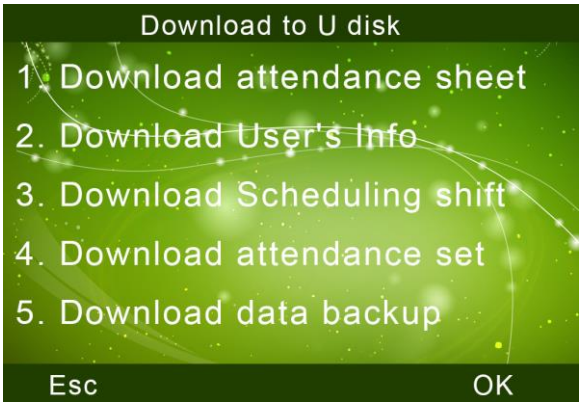


When Add a New User or Edit a User, can set the user to be 【Regular User】or 【

Administrator】, in the 【Auth】Item, to press 【ok】to authorized the user to be 【Regular user】or 【Administrator】. only the user is “administrator” can enter the 【MENU】 and change the setting. And “Regular User” cannot enter the 【MENU】.

2.10. 【Data Management】setting



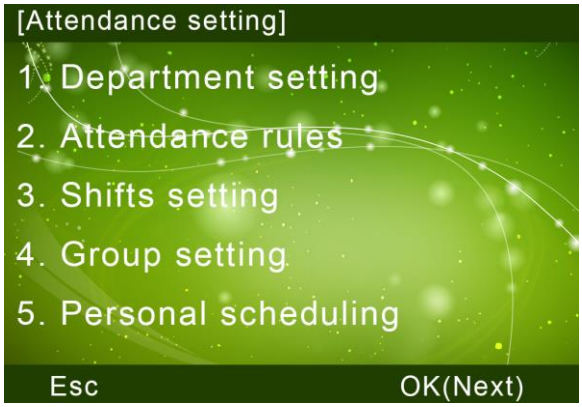


Press the 【MENU】 key to enter the device, then press 【▼】to 【Data】, Press 【OK】 →【Data】 Management, For the first time use, we suggest you to download the below 3 sheet:

2. 【Download User's Info】
3. 【Download Scheduling Shift】
4. 【Download attendance set】

And edit all sheet in your computer, it’s easier than to edit in the terminal. After finished editing in the computer, then upload to the terminal, please follows Chapter3.1.

2.11. 【Attendance Setting】



Press the 【MENU】 key to enter the device, then press 【▼】to 【Attend】, Press 【OK】 →【Attendance Setting】, the Administrator can set all Attendance rules in the terminal, but we strong suggest to download the Attendance sheet to the USB flash disk and copy to computer to set, it’s easier and quickly!

Please follow the Chapter 3.3 for the Attendance setting in the PC.

2.12. 【Attendance Rules Setting】

(Attendance Rules 1)

(Attendance Rules2)

To press “Menu” → “Attend” → “Attendance Rules”

1: Late Allowed (Min)

It can be set from 00minuts~ 99Minutes,

A : If set 00minutes, and begin on work time is 8:00AM, It will be record “later” if the employee attendance in 8:01AM,

B: If set 05minutes, and begin on work time is 8:00AM, it will not be record as “later” if the employee attendance in 8:04AM

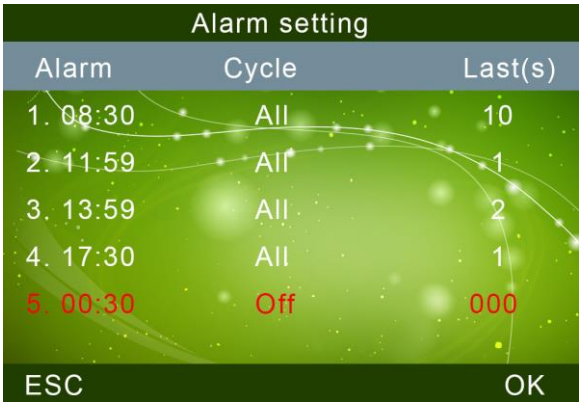
2: Early Leave Allowed (Min)

It can be set from 00 minutes~ 99 Minutes

A: If set 00 minutes, and off work time is 17:30, It will be record “Early Leave” if the employee attendance in 17:29,

B: If set 05 minutes, and off work time is 17:30, It will not be record “Early Leave” if the employee attendance in 17:26.

2.13. 【Alarm Setting】



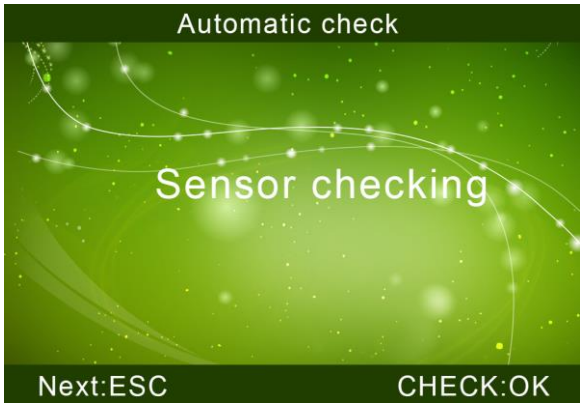
Press the 【MENU】→【▼】to 【Attend】, Press 【OK】 → 【Alarm Setting】,there are

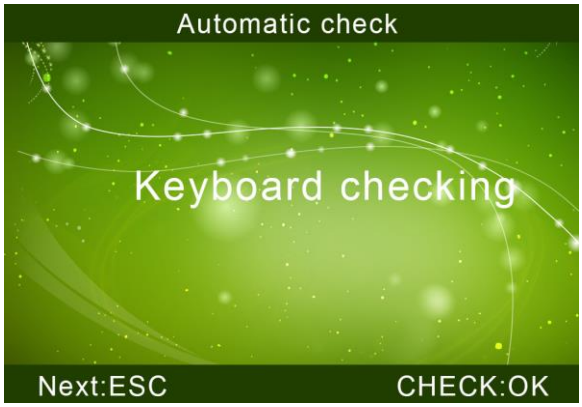
totally 8 Alarm Setting,

1. Time: set can be from 00:00 ~ 23:59
2. Alarm Time: All, Off, Sat, Fri, Tue, Wed, Thu, Mon
3. Alarm Last: Minutes, can from 0~255 Minutes.

2.14. 【Check】

Press the 【MENU】 key to enter the device menu, then press 【▼】or Number【6】 to 【check】,Press “OK” ,to check All hardware Test.



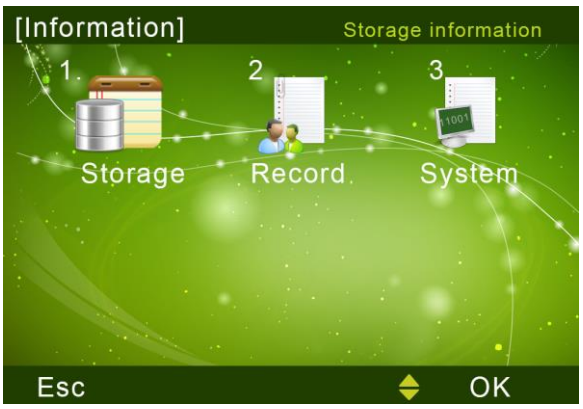


2.15. 【Info】

Press the 【MENU】 key to enter the device menu, then press 【▼】or Number【3】 to 【Info】,Press “OK” ,to check 【Storage】,【Record】， 【System】information.

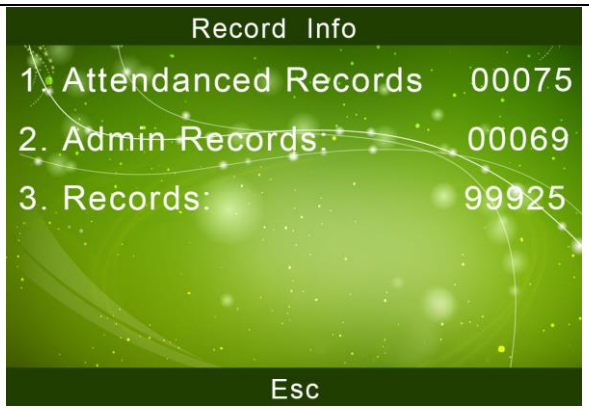
2.16. 【Storage Info】

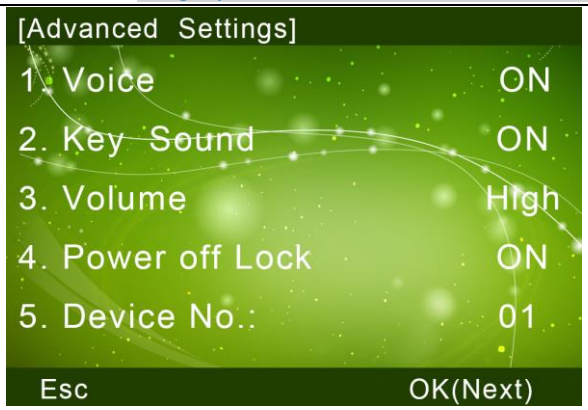
Press the 【MENU】 key to enter the device menu, then press 【▼】or Number 【3】to 【Info】,Press “OK” , to check the storage information.



2.17. 【Record Info】

Press the 【MENU】 key to enter the device menu, then press 【▼】or Number【3】 to 【Info】,Press ‘OK” → 【Record】to check All 【Record info】.





2.18. 【Advanced Setting】

Press the 【MENU】 key to enter the device menu, then press 【▼】or Number【5】to 【System】,Press “OK” ,→【Advanced】, can set the 【Advanced system settings】

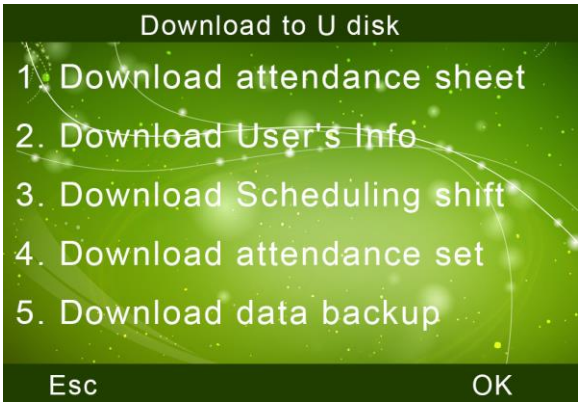
2.19. 【Tech Information】

Main Function	Description
Product Name:	Fingerprint Time Attendance Terminal
User Capacity:	300
ID Card Capacity:	300
Password Capacity:	300
Fingerprint Capacity:	1000 (Each user can have Max 3 fingerprint)
Log Capacity:	99999
Identification Mode:	ID Card / Password / Fingerprint
CPU:	32bit
Optical Sensor:	COTO CEN931
Keyboard:	4 * 4 Keyboard (T9 Input)
Data Translation:	BY USB flash Disk
Power Input:	5.0~5.5V / 1A
FAR:	≤0.0001%
FRR:	≤0.001%
Identification speed:	≤1s
Time Alarm Function:	Yes
User’s Data backup	Yes

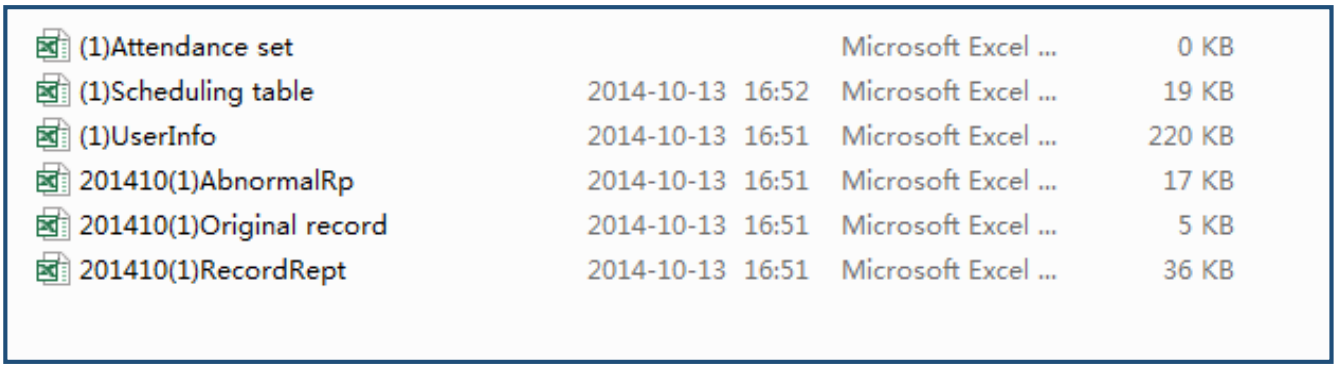
Chapter III: PC Operations

3.1 【Data Download】

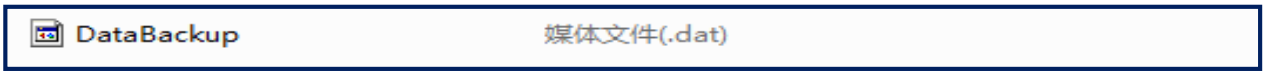
Inset your USB Flash Disk to the terminal, and press the 【MENU】 key to enter the device menu, then press 【▼】or Number【4】to 【Data】,Press “OK” ,to download all data to the USB Flash Disk.



When you download all the sheets, you can see totally 6 sheet and one 【DataBackup.dat】in your USB Flash Disk :


(1)Attendance set Microsoft Excel ... 0 KB
(1)Scheduling table 2014-10-13 16:52 Microsoft Excel ... 19 KB
(1)UserInfo 2014-10-13 16:51 Microsoft Excel ... 220 KB
201410(1)AbnormalRp 2014-10-13 16:51 Microsoft Excel ... 17 KB
201410(1)Original record 2014-10-13 16:51 Microsoft Excel ... 5 KB
201410(1)RecordRept 2014-10-13 16:51 Microsoft Excel ... 36 KB

3.2 【Databackup】



***** Very Important!**

In the 【Databackup】,there are all user’s fingerprint, ID Card, Password data, when the administrator collect all the employee’s information, we strongly suggest to download this 【Databackup】to your computer and keep in safe, once you format this terminal or reset factory, you can backup those useful information from your computer, and do not need to collect all information again, and the user’s Data can copy to another Terminal and share it.

Following is every sheet introduce:

3.3【UserInfo Sheet】:

1	Employee Information Table								
2	Note: (1)CO. name:up to 20 Chinese words or 40 alphabets and digits								
3	(2)ID:Must be a number between 1-300(Can't be repeated)								
4	(3)Name:up to 4 Chinese words or 8 alphabets and digits(Name must be filled and can't have the same name)								
5	(4)Department:up to 6 Chinese words or 12alphabets and digits(Dept must be filled and the dept must have been setted)								
6	(5)Other:Output items, do not fill(When modified, please do not modify table properties)								
7	CO.Name	>Shenzhen xxxx Electronics Co.,Ltd							
8	ID	Name	Dept	Device No.	Power	FP	Card	Password	Remark1	Remark2
9	00001	Abigail	Domain							
10	00002	Ada	Overseas							
11	00003	Adala	Domain							
12	00004	Adela	Engineer							
13	00005	Afra	Product							
14	00006	Agath	Office							
15	00007	Agnes	Service							
16	00008	Alma	Domain							
17	00009	Althea	Overseas							
18	00010	Alva	Domain							
19	00011	Amana	Engineer							

1.1. The administrator can input 【Co. Name】 and the Employee 【ID No.】,【Name】 and 【Department】only.

1.2. The ID No.: from 1 ~ 300, Number only, no characters, no hyphen(-）, no spaces()

1.3. Company name【Co. Name】: Max 40 alphabets or digital.

1.4. Employee Name: Max 12 alphabets or digits (Name must be filled and can't have the repeated)

1.5. Department: Max 12 alphabets and digits(Department must be setted)

1.6. Other Item: Keep blank, do not fill anything.

1.7. After fulfil the employee(users) information, please upload 【userinfo】to the Attendance Terminal by USB flash disk.

1.8. Every important: do not adjust the Table properties, cannot broaden or narrow the column.

3.4【Attendance Set Sheet】

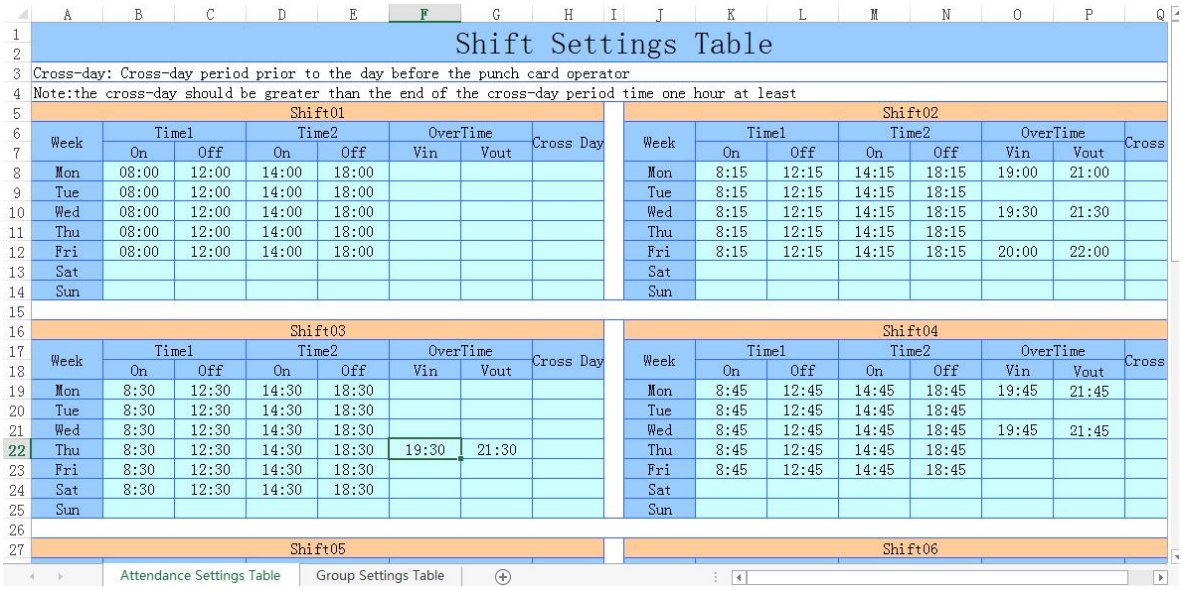
3.4.1:【Shift Setting Sheet】

There are totally 10 shift Sheet for choose if needed.

A: if the whole company all employees work at the same time, so we only use the Shift 01 setting, all the other 9 shift keep blank. (The initial system shift setting is shift 01.)

Shift01							
Week	Time1		Time2		OverTime		Cross Day
	On	Off	On	Off	Vin	Vout	
Mon	8:30	17:30					
Tue	8:30	17:30					
Wed	8:30	17:30					
Thu	8:30	17:30					
Fri	8:30	17:30					
Sat							
Sun							

B: if thcompany has many shift arrangement, so we can set shift 02, shift 03….totally shift 10.



Shift Settings Table

Cross-day: Cross-day period prior to the day before the punch card operator

Note:the cross-day should be greater than the end of the cross-day period time one hour at least

Shift01							
Week	Time1		Time2		OverTime		Cross Day
	On	Off	On	Off	Vin	Vout	
Mon	08:00	12:00	14:00	18:00			
Tue	08:00	12:00	14:00	18:00			
Wed	08:00	12:00	14:00	18:00			
Thu	08:00	12:00	14:00	18:00			
Fri	08:00	12:00	14:00	18:00			
Sat							
Sun							

Shift02							
Week	Time1		Time2		OverTime		Cross
	On	Off	On	Off	Vin	Vout	
Mon	8:15	12:15	14:15	18:15	19:00	21:00	
Tue	8:15	12:15	14:15	18:15			
Wed	8:15	12:15	14:15	18:15	19:30	21:30	
Thu	8:15	12:15	14:15	18:15			
Fri	8:15	12:15	14:15	18:15	20:00	22:00	
Sat							
Sun							

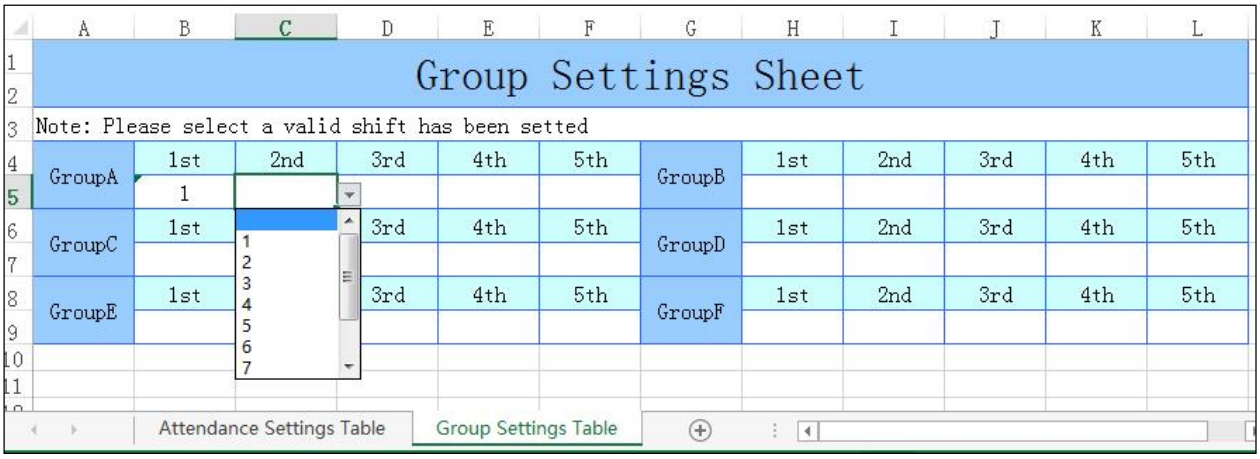
Shift03							
Week	Time1		Time2		OverTime		Cross Day
	On	Off	On	Off	Vin	Vout	
Mon	8:30	12:30	14:30	18:30			
Tue	8:30	12:30	14:30	18:30			
Wed	8:30	12:30	14:30	18:30			
Thu	8:30	12:30	14:30	18:30	19:30	21:30	
Fri	8:30	12:30	14:30	18:30			
Sat	8:30	12:30	14:30	18:30			
Sun							

Shift04							
Week	Time1		Time2		OverTime		Cross
	On	Off	On	Off	Vin	Vout	
Mon	8:45	12:45	14:45	18:45	19:45	21:45	
Tue	8:45	12:45	14:45	18:45			
Wed	8:45	12:45	14:45	18:45	19:45	21:45	
Thu	8:45	12:45	14:45	18:45			
Fri	8:45	12:45	14:45	18:45			
Sat							
Sun							

Shift05 Shift06

Attendance Settings Table | Group Settings Table

3.4.2：【Group Setting Sheet】



Group Settings Sheet

Note: Please select a valid shift has been setted

	1st	2nd	3rd	4th	5th		1st	2nd	3rd	4th	5th
GroupA	1					GroupB					
GroupC	1st		3rd	4th	5th	GroupD	1st	2nd	3rd	4th	5th
GroupE	1st		3rd	4th	5th	GroupF	1st	2nd	3rd	4th	5th

1 2 3 4 5 6 7

Attendance Settings Table | Group Settings Table

1. There are “ABCDEF” Scheduling Group totally, each group can set Max 6 “Attendance Shift ”.the administrator can set the different Groups.

2. If the company’s many departments, and the work time is different, so we can set the Group.

3. The initial system Group Attendance setting is 【Group A】 with 【Shift 01】, it means the whole company is only one Group and use the same Shift 01 Attendance, all employee work at the same time.

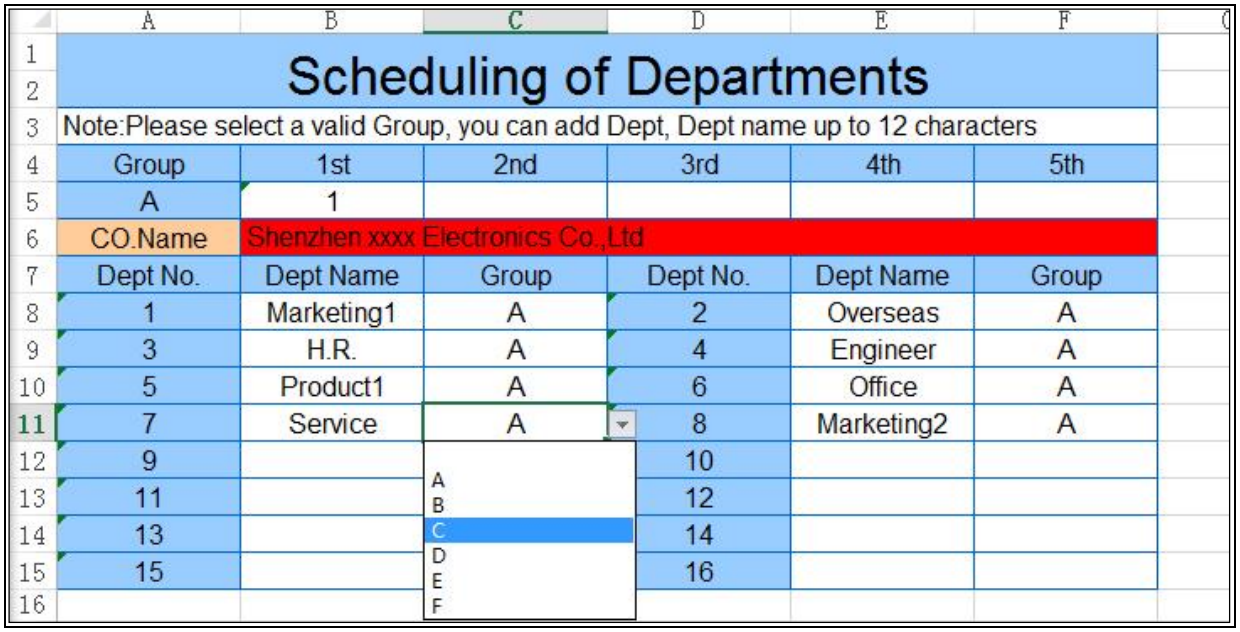
4. 1st,2nd, 3rd,4th,5th means the week setting, if only set the 1st, it means every week , the company/group use the same work time,

5. every week can choose one shift from the 1st shift to 10th shift

6. If set the 2nd week as shift 09, it means the first week, use the shift01, the 2nd week use the shift09, the 3rd week use the shift01,….keep on recycling shift attendance every week.

7. If the company has many Group, and the work time is every different, the administrator can set the different Group and shift as follows:

3.5. 【Scheduling set sheet】



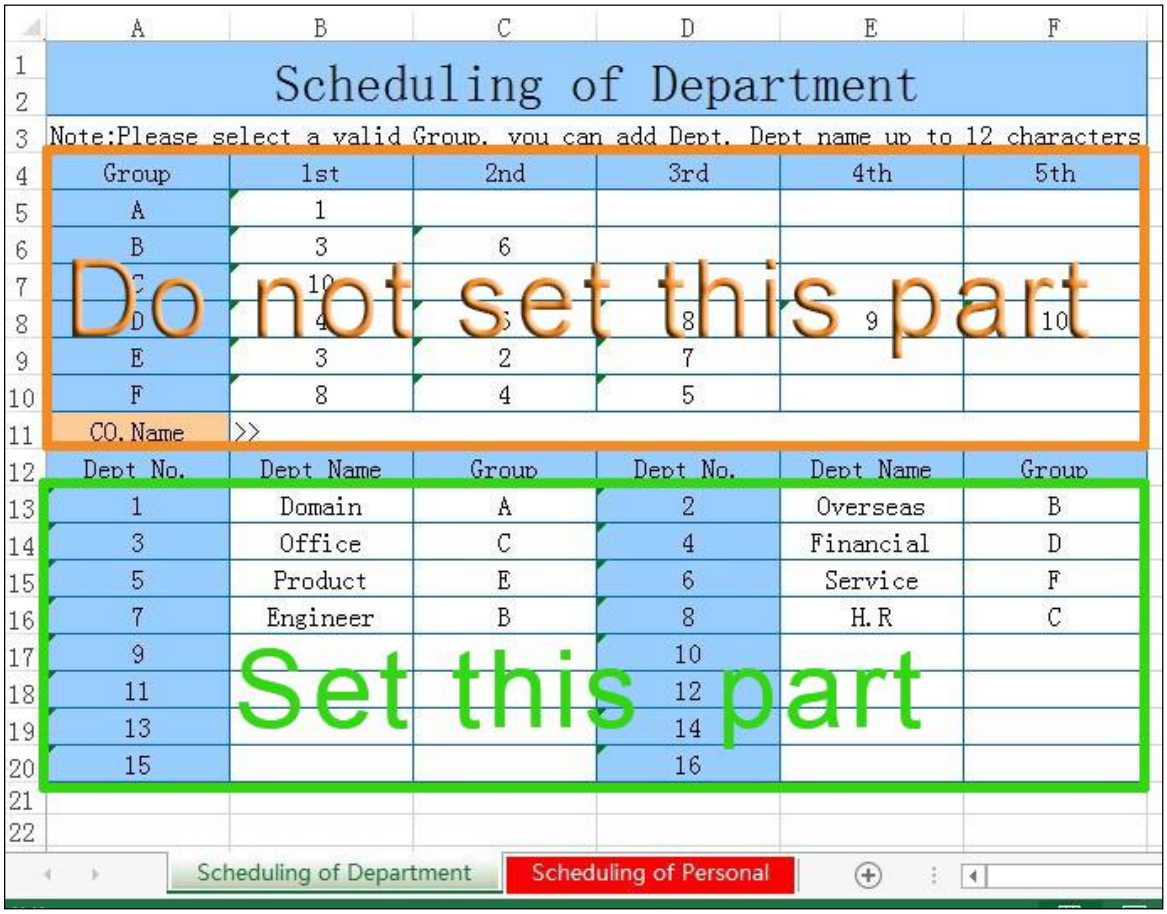
Scheduling of Departments					
Note:Please select a valid Group, you can add Dept, Dept name up to 12 characters					
Group	1st	2nd	3rd	4th	5th
A	1				
CO.Name	Shenzhen xxxx Electronics Co.,Ltd				
Dept No.	Dept Name	Group	Dept No.	Dept Name	Group
1	Marketing1	A	2	Overseas	A
3	H.R.	A	4	Engineer	A
5	Product1	A	6	Office	A
7	Service	A	8	Marketing2	A
9			10		
11			12		
13			14		
15			16		

A
B
C
D
E
F

3.5.1. 【Scheduling Sheet Setting】

There are two sheet in the 【Scheduling Sheet Setting】,【Scheduling of Department】 and 【Scheduling of Personal】

3.5.2. 【Scheduling of Department】



Scheduling of Department					
Note:Please select a valid Group, you can add Dept, Dept name up to 12 characters					
Group	1st	2nd	3rd	4th	5th
A	1				
B	3	6			
C	10				
D	4	5	8	9	10
E	3	2	7		
F	8	4	5		
CO.Name	>>				
Dept No.	Dept Name	Group	Dept No.	Dept Name	Group
1	Domain	A	2	Overseas	B
3	Office	C	4	Financial	D
5	Product	E	6	Service	F
7	Engineer	B	8	H.R	C
9			10		
11			12		
13			14		
15			16		

Do not set this part

Set this part

Scheduling of Department | Scheduling of Personal

A: There are two parts in the 【Scheduling of Department】, “Group Setting” and “ Department

Setting”

B: The System will automatically set the Group shift , so do not set anything.

C: Set the “Department Name” and choose the different “Group”

3.5.3. 【Special Personal Setting】

	A	B	C	D	E	F
1	Scheduling of Departments					
2						
3	Note:Please select a valid Group, you can add Dept, Dept name up to 12 characters					
4	Group	1st	2nd	3rd	4th	5th
5	A	1				
6	CO.Name	Shenzhen xxxx Electronics Co.,Ltd				
7	Dept No.	Dept Name	Group	Dept No.	Dept Name	Group
8	1	Marketing1	B	2	Overseas	A
9	3	H.R.	C	4	Engineer	D
10	5	Product1	A	6	Office	C
11	7	Service	F	8	Marketing2	
12	9			10		
13	11			12		
14	13			14		
15	15			16		

A
B
C
D
E
F

In some companies, there are some every Special employee, their work time is different to their own Group Shift, so we can arrange them to the “ Scheduling of Personal” .

ID	Name	Group	ID	Name	Group
1	Abigail	E	2	Ada	B
3	Adala	C	4	Adela	E
5	Afra	D	6	Agath	C
7	Agnes	A	8	Alma	C
9	Althea	B	10	Alva	C
11	Amana	D	12	Amelia	C
13	Amy	F	14	Anasta	C

e.g.: there are 5 H.R .employee belongs to 【Group C】 work attendance shift, but their work time is like as Service Department, so we change their Group from “C” to “F”

ID	Name	Group	ID	Name	Group
1	Abigail	E	2	Ada	B
3	Adala	C	4	Adela	E
5	Afra	D	6	Agath	C
7	Agnes	A	8	Alma	
9	Althea	B	10	Alva	
11	Amana	D	12	Amelia	
13	Amy	F	14	Anasta	
15	Andrea	E	16	Angela	

A
B
C
D
E
F

Chapter IV：【Notice:】

4.1. 【Group Choose】User/ Department must be choose the Group Shift setting.

4.2. 【Cross-day】: if the work time is over 0:00 in the night, Before 23:59 is today work time, and After 0:00 is the next day attendance.

4.3. 【Input Method】

Key	【▲】	【▼】	OK	【0】	Esc】	【Menu】
Function	Up/Delete	Down/Tab	Ok/Confirm	Zero/Space	Esc/Exit	Menu

4.4. 【Time Set Rule】 Attendance Time setting cannot be set any day before today, otherwise, all record will be deleted.

4.5. 【Factory Password】 Factory Super Password is : 000000, the administrator can change the factory password if needed.

4.6. 【Group Quantity】 The system can set max 6 Groups(ABCDEF),

4.7. 【Department Quantity】The system can set Max 16 Department,

4.8. 【User Property】User Name: Max 12 characters(name cannot be the same)

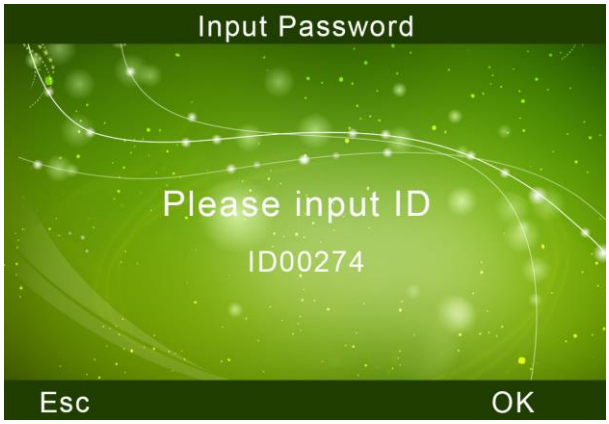
4.9. 【Department Property】 Department can be set Max 12 characters.

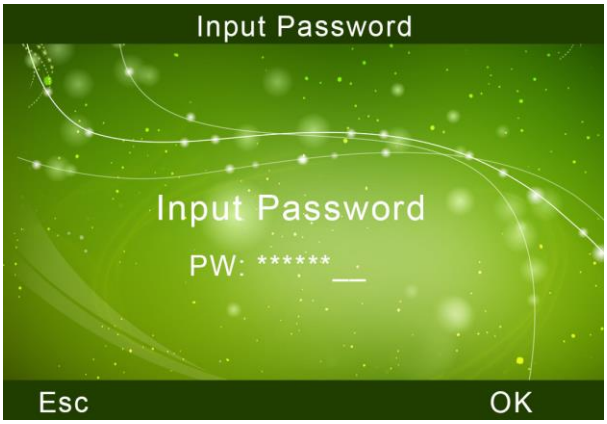
4.10. 【User Attendance Checking】

The employee/user can check his/her own Attendance data. Press 【ok】in the main menu, and input the User's ID No.:.

4.11. 【No Fingerprint】

Some employee/ user can not use the fingerprint to register, then can use the password to attendance. In the Main Menu, press Number Key to input the user's ID No., can enter the employee ID , such as 00274 press【ok】， then input the Password.





4.12. 【Normal Attendance Time】

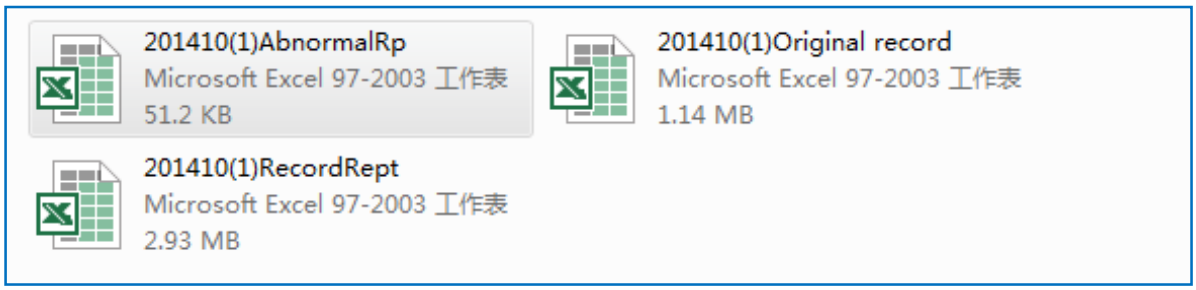
4.13.1. Only 30 minutes before/after on the normal attendance time (on work/ off work), the employee/user's attendance will be record automatically into the system data.

4.13.2 If Over 30 minutes before/after on the normal attendance time (on work/ off work), the employee/ user's want to attendance, he should select 【▲】or【▼】to select "on work" or " Off Work".

Chapter V: Month Statistics of Attendance

5.1. 【Statistics of Attendance】

When the H.R. Department will check the employee attendance every month, just use the USB Flash disk to download the below 3 files into the computer.



5.2. 【RecordRept】

Open the 【RecordRept】， the administrator can get all attendance Summary information.

Attendance Summary list

Date: 2014.10.23-2014.10.27

ID	Name	Department	Attendance		AFL		BTrip	Absent	Work(hr)		Overtime(hr)		Delay		Early		Increase Wages			Deduct Wages			Real wages	Remark
			Norm	Real	PL	SL			Norm	Real	REG	Spec	N	Min	N	Min	Norm	Overti	subsid	dela	PL	Deduct		
00085	Doreen	Product1	22	22							0.0													
00086	Doris	Office	22	21							0.0													
00087	Dorothy	Service	22	20							0.0													
00088	Eartha	Marketing	22	19							0.0													
00089	Eden	Product1	22	18							0.0													
00090	Edith	H.R.	22	17			12				0.0													
00091	Edwina	Marketing	22	16							0.0													
00092	Eileen	Overseas	22	15							0.0													
00093	Elaine	H.R.	22	14							0.0													
00094	Eleore	Engineer	22	13							0.0													
00095	Elizath	Product1	22	12							0.0													
00096	Ella	Office	22	11							0.0													
00097	Ellen	Service	22	10							0.0													
00098	Elma	Marketing	22	9							0.0													
00099	Elsa	Marketing	22	8				3			0.0													
00100	Elsie	Overseas	22	7							0.0													
00101	Elva	Marketing									0.0													

5.3. 【Abnormal Attendance Statistics】

Open the 【Abnormal Attendance Statistics】， the administrator can get all Abnormal attendance information

Abnormal attendance statistics

Date 2014.09.01-2014.09.30

ID	Name	Department	Date	Time1		Time2		OverTime		Delay (min)	Leave early (min)	Total (min)	Remark
				On	Off	On	Off	On	Off				
00007	Agnes	Service	2014-9-3		11:03						27	27	
00015	Andrea	Product1	2014-9-7	09:26						76		76	
00026	Athen	Office	2014-9-23								13	13	
00033	Belle	H.R.	2014-9-2	09:26						76		76	
00041	Bonnie	Marketing	2014-9-13								13	13	
00053	Cecilia	H.R.	2014-9-15			1:25	5:25				5	1	
00063	Const	H.R.	2014-9-16								13	13	
00077	Delia	Service	2014-9-1	8:36						6		6	
00080	Dinah	Service	2014-9-22								13	13	
00092	Eileen	Overseas	2014-9-30	9:45						15		15	
00104	Emma	Engineer	2014-9-17								13	13	
00117	Florce	Service	2014-9-22	8:37	11:21					7	9	16	
00133	Gustave	H.R.	2014-9-11								13	13	
00152	Irma	Overseas	2014-9-14	9:14						44		44	